## **Manual Optional**

## Upload Notification via Microsoft 365 Power Automate Outlook

This is one example of notification setting to notify uploads to the DNA sequencing result folder you have created in OneDrive for Business. <u>This is OPTIONAL not</u> <u>mandatory</u>.

Please note that this manual is as of September 2023 and icons and settings may change in the future.

Power Automate in Microsoft 365 provided by Information Infrastructure Initiative, Kyushu University is a service for customizing workflows to automate your tasks and processes. You can freely create custom workflows. We recommend you to customize it by yourself.

> Dec. 19<sup>th</sup>, 2023 The Research Support Center

1) Sign in to Office365 portable page from Information Infrastructure Initiative, Kyushu University's website.

(https://ci.iii.kyushu-u.ac.jp/en/365/onedrive/) (https://ci.iii.kyushu-u.ac.jp/365/login)

Collabora	tive Infrastructure WG Email Microsoft 365 Proself
	•
5	OneDrive for Business
rs	Summary
ty rvice	OneDrive for Business is an online storage service for individuals with a capacity of 5TB. It is able to share file students, faculty, and staff of Kyushu University.
	Please see the link below more information. https://www.microsoft.com/en-us/microsoft-365/onedrive/oned
\pps	
IS IS	Usage manuals
crypt	How to use it on the web browser.
Q & A	1. Sign in to office 365 portal pare. (https://ci.iii.kyushu-u.ac.jp/365/login) Sign in manual

2) Select "Power Automate" from the app launcher on the upper left



3) Click "Template" and put "OneDrive for Business" in the search Box.



4) Choose "Get a push notification when a new file is added in OneDrive for Business".



5) Confirm that the connection is valid (green check mark) and click "Continue".



## 6) Click folder icon and select the folder that you have created in OneDrive for Business





🖄 When a file i	s created (metadata only)	····	
* Folder	/DNA Sequencing Result (Lab code_Name)	B	
Raw inputs			
Show advanced options $$			

7) Delete the following step by right clicking on "" and click "delete".



8) Click "New Step" ..



9) Put "Notifications" in the search box and select "Send me an email notification".



10) Fill "Subject" and "Body", and click "Save".



11) A new flow is created in the "My flow". (You can edit the flow from the pencil icon  $\mathcal{P}$ )

	Power Automate	Search		
≡		+ New flow $\lor$ $\leftarrow$ Import $\lor$		
ଜ	Home	Flows		
+	Create	Cloud flows Desktop flows Shared with me		
23	Templates			
	Learn	⊳⁄° Name		
Ć	My flows			
6	Approvals	Get a push notification when a new file is added in One	0	\$ :

12) To test the flow, upload something to the folder you had created in OneDrive for Business.

Click the link that you had saved at 8) on p.8 of the manual (1) or click the app launcher on the upper left and select OneDrive and find your folder in "My folder".



13) A notification email will be sent to your Kyushu University Primary Mail or other email you set at 10) on p.4.

受信トレ	<b>1</b> ☆ □ =						
Microsoft Power Automate DNA sequencing data has 17:32 https://qu365-my.sharepoint.com/:							
10) Subject $\Rightarrow$ DNA sequencing data has been uploaded							
10)Body ⇒	MA Microsoft Power Automate ② か の 部 ・・・ <powerautomatenoreply@microsoft.com> 宛先: KIYOTA MEGUMI 2023-12-19 (火) 17:32 https://qu365-my.sharepoint.com/:f:/r/personal/ ● ● ● _m_kyushu- u_ac_jp/Documents/DNA%E3%82%B7%E3%83%BC%E3%82%B1%E3 %83%B3%E3%82%B9%E5%8F%97%E5%8F%96%EF%BC%88%E3%83 %A9%E3%83%9C%E3%82%B3%E3%83%BC%E3%83%89_%E6%B0% 8F%EF%BC%89?csf=1&amp;web=1&amp;e=v5iut3 気 返信</powerautomatenoreply@microsoft.com>						
%It takes some time to receive notification emails (approximately 5~15 minuets or more).							
XThese emails can be found in the junk email folder.							

In Power Automate, you can freely customize your flow.

If you wish to receive notifications by other email

services, choose a different action in step 9).